

Colorado Department of Public Health & Environment
Women's Health Branch
FY2013 Family Planning Calendar

July 2012	August 2012	September 2012
1 st Start date for FY13 CFPI contracts 10 th IRIS input/data entry due 16 th Third party monthly data submission 18 th CFPI Annual FY12 data summary (Report 12) sent to delegates 18 th CY12 second quarter data summary (Report 12) sent to delegates 20 th CFPI tracking survey due 25 th -27 th Family Planning Conference (Vail, CO) 30 th May cost reimbursement statements due 31 st Data review/sign off of Final FY12 Report 12 due 31 st Data review/sign off of CY12 second quarter Report 12 due 31 st FY12 Title X agency work plan year end progress report due 31 st Title X & CFPI FY13 agency work plan template due	6 th Expenditure Revenue Report (ERR)/Budget Revision Training – 10 th IRIS input/data entry due 15 th Third party monthly data submission due 15 th MedPAC meeting 16 th Expenditure Revenue Report due – 29 th Final FY12 cost reimbursement statements due	10 th Family Planning Data System input/data entry due 17 th Third Party monthly data submission due 28 th July cost reimbursement statements due 28 th Administrative and Nursing Manual Signatures due <i>Yearly contract ratings for Title X and CFPI sent to delegates</i>
October 2012	November 2012	December 2012
10 th Family Planning Data System input/data entry due 15 th Third Party monthly data submission 17 th CFPI tracking survey due 18 th CY12 third quarter data summary (Report 12) sent to delegates 18 th FY13 first quarter data summary (Report 12) sent to delegates 31 st Data review/sign off of CY12 and FY13 Report 12 due 31 st August cost reimbursement statements due 31 st Charts due for medical chart audit	13 th Family Planning Data System input/data entry due 14 th MedPAC meeting 15 th Third party monthly data submission due 29 th September cost reimbursement statements due 30 th Sliding fee scale and cost analysis due	10 th Family Planning Data System input/data entry due 14 th IMA #1 due (topic TBD) 17 th Third party monthly data submission due 28 th October cost reimbursement statements due

CY = Calendar Year (January through December) FY= Fiscal Year (July through June)

*MedPAC meetings are routinely scheduled on the 3rd Wednesday of February, May, August, and November.

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Women's Health Branch
FY2013 Family Planning Calendar (continued)

January 2013	February 2013	March 2013
<p>10th Family Planning Data System input/data entry due</p> <p>10th Third party monthly data submission due</p> <p>11th FY13 Title X & CFPI work plan progress report due</p> <p>11th FTE report due</p> <p>17th CFPI tracking survey due</p> <p>17th Annual CY12 data summary (Report 12) sent to delegates</p> <p>17th FY13 second quarter data summary (Report 12F) sent to delegates</p> <p>24th Expenditure Revenue Report due</p> <p>25th Data review/sign off of FY13 second quarter Report 12F due</p> <p>25th Data review/sign off of final CY12 Report 12 due</p> <p>30th November cost reimbursement statements due</p> <p>31st 2012 data lockdown in Family Planning Data System</p>	<p>7th Budget training session</p> <p>11th Family Planning Data System input/data entry due</p> <p>14th FY14 Contract amounts sent to agencies</p> <p>15th Third party monthly data submission due</p> <p>20th MedPAC meeting</p> <p>28th FY14 Budgets for Title X contracts due</p> <p><i>Federal poverty guidelines sent to delegates</i></p>	<p>1st December cost reimbursement statements due</p> <p>11th Family Planning Data System input/data entry due</p> <p>15th Third party monthly data submission due</p> <p>29th January cost reimbursement statements due</p> <p><i>1st CDPHE's Federal Title X family planning grant application due</i></p>
April 2013	May 2013	June 2013
<p>4th FY14 CFPI & Title X contracts sent to agencies for signatures</p> <p>10th Family Planning Data System entry/data entry due</p> <p>15th Third party monthly data submission</p> <p>18th CY13 first quarter data summary (Report 12) sent to delegates</p> <p>18th FY13 third quarter data summary (Report 12) sent to delegates</p> <p>30th February cost reimbursement statements due</p> <p>30th Data review/sign off of CY13 and FY13 Report 12s due</p> <p>30th CFPI tracking survey due</p> <p>30th Client satisfaction surveys due</p>	<p>7th Signed FY14 Title X and CFPI contracts returned to Women's Health Unit</p> <p>10th Family Planning Data System input/data entry due</p> <p>15th Third party monthly data submission Due</p> <p>15th MedPAC meeting</p> <p>30th March cost reimbursement statements due</p> <p><i>IMA #2 due</i></p>	<p>3rd Estimate of Title X and CFPI expenses for May and June due</p> <p>10th Family Planning Data System input/data entry due</p> <p>17th Third party monthly data submission due</p> <p>28th April cost reimbursement statements due</p> <p>30th Start date for FY14 Title X Contracts</p>

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Notes:**Data**

A 2012 year-end data report will be sent out to all agencies by January 17, 2013 and must be returned with signature no later than January 25, 2013 in anticipation of 2012 data lockdown in Family Planning Data System.

Unless otherwise specified above, CY and FY Report 12s will be sent out quarterly by the 18th of the month (in July, October, April and January). The delegate agency Family Planning Coordinator must sign the report and send it back to the Women's Health Unit Data Coordinator no later than the last working day of the month (as noted in the calendar above).

All IRIS/Family Planning Data System input/data entry is due on the 10th of each month for data from the previous month (i.e. data entry due May 10 is for April information). If the 10th falls on a weekend or holiday, the deadline is the following business day. Third Party data submissions are due on the 15th of each month for data from the previous month. If the 15th falls on a weekend or holiday, the deadline is the following business day. The only exception is in January, when the due date is moved up to **January 10th** to allow sufficient time for data lockdown.

Fiscal

The Expenditure Revenue Report (ERR) due on August 16th 2012 will be for the January-June 2012 period. The ERR that is due on January 24th 2013 will be for the July-December 2012 period. If an extension is needed for this submission, please contact Joan Sims at (303) 692-2567.

Cost reimbursement statements for all Family Planning contracts (Title X and CFPI) are due 60 days after the end of the month in which services were provided (i.e. Cost Reimbursement Statements due September 29th are for July services).

CDPHE Title X Family Planning Agencies - Data Submissions

Direct Data Entry Sites	Third Party Sites
Boulder Valley Women's Health Center Broomfield City-County Colorado Coalition for the Homeless Community Health Services, Inc (Pitkin) Delta County El Paso County Gunnison County Kit Carson County Lake County Montrose County Northeast Colorado Northwest Colorado VNA Pueblo City-County Rio Blanco County San Juan Basin San Miguel County Spanish Peaks Teller County Weld County	Children's Hospital Denver Health – Community Health Services Denver Health – STD Eagle County Jefferson County Larimer County Mesa County Summit Community Care Clinic Tri-County